

## INSTRUCTION 12

### MACHINERY, PLANT & TOOLS

#### References:

- A. Health and Safety at Work Act 1974.
- B. The Provision and use of Work Equipment Regulations (as amended).
- C. Lifting Operations and Lifting Equipment Regulations (as amended).
- D. Hand Arm Vibration and Whole Body Vibration, Instruction 24 to this policy.
- E. Pressure Systems

#### Introduction

12.1 All machinery and plant have inherent dangers and should be treated with due care and attention. Only trained personnel are to operate such machinery or plant and this equipment is to be checked and inspected prior to use. The Council's will endeavour to ensure that all machinery and plant used in the workplace is safe and suitable for the purpose for which it is used.

#### Responsibilities

12.2 Managers and supervisors are to ensure that;

- Employees receive appropriate training and where necessary continuation training.
- Employee training records of qualifications and competency are recorded.
- Risk assessments have been conducted on the use of all plant and machinery and that employees have read and understood them.
- Safe systems of operation/work are in place and employees have read and understood them.
- Personal Protective Equipment (PPE) has been identified, made available and used by employees.
- All plant and machinery is inspected and maintained as per the manufacturer recommendations and that inspections and maintenance are recorded.
- New plant or machinery is inspected and checked by a qualified person prior to its use.
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- Appropriate storage facilities are available for Plant, machinery and PPE.

12.3 Employees are to;

- Operate Plant and machinery as trained, abiding by the risk assessments and safe systems of operation/work.
- Wear appropriate and relevant PPE.
- Check plant and machinery before use, reporting and withdrawing from service any equipment found to be in an unserviceable or unsafe condition.
- Ensure all equipment is properly and safely stored when not in use.
- Ensure that equipment is only used for the purpose it was intended for.

#### Hand Arm Vibration (HAV)

12.4 All machinery and plant must be tested annually; equipment must then be labelled to show maximum exposure limits – refer to Reference D for further details. Employees that are exposed to HAV must be reviewed by our occupational health provider.

### **Modifications/Misuse**

12.5 No modification is to be made to any machinery, plant or lifting equipment unless it is undertaken by a qualified person and remains within its design parameters. Misuse of equipment could not only result in injury to yourself and others, but could lead to disciplinary action against you which may result in dismissal.

### **Guards**

12.6 All ancillary equipment is to be left in place. This includes safety guards, rails, screens, etc. and no attempt is to be made to operate the equipment without them.

### **Lifting Equipment**

12.7 Lifting equipment is to have adequate strength and stability for its proposed use and the equipment is to be tagged to indicate its safe working load and date of last inspection. Under no circumstances are safe working loads to be exceeded.

### **New machinery/equipment/plant**

12.8 All new machinery, equipment or plant must be designed and constructed to ensure that:

- The noise produced is as low as possible, with a 'Declaration of Conformity' to show that it meets the required health and safety requirements.

12.9 Suppliers should be asked to provide information about noise emissions and vibration under actual working conditions, as well as any specific instructions for installation and assembly that reduce noise and vibration effects.

### **Alcohol and Drug Abuse**

12.10 The operation of machinery or plant while under the influence of alcohol or an illicit drug is forbidden. The Councils will take disciplinary action against any employee found to be under the influence. Employees must tell their manager/supervisor that they have been prescribed or taken drugs (this includes legal highs) that may affect their ability to operate plant and machinery.

12.11 The Council's reserve the right to undertake random alcohol and drug testing on employees undertaking safety critical work (see drug and alcohol testing procedure).